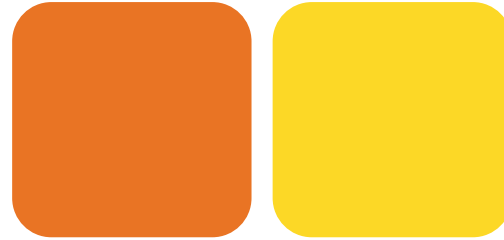**North Carolina School Boards Association**

BuyBoard National Purchasing Cooperative

BuyBoard was created to support and serve public schools, municipalities, counties, and all types of local government agencies and nonprofits.

Purchasing through BuyBoard means your school district is helping to support the statewide organization that supports you (NCSBA).

The goal is to provide members with competitive pricing, a trusted and transparent procurement process, and reduced administrative procurement costs.

BuyBoard®
PURCHASING COOPERATIVE

What is a purchasing cooperative?

A purchasing cooperative is a type of cooperative arrangement to aggregate demand to get lower prices from selected awarded suppliers.

What does that mean?

Leverages the power of nationwide volume, so prices are often lower than an individual local governments or school district can get on their own.

BuyBoard National Purchasing Cooperative

Highlights:

- BuyBoard has a 25-year history

- Lead agency controlling the procurement process and life cycle of the contracts

- Gains access to a wide range of vendors with pricing based on national volume levels

- Public Agency that helps provide funding to enhance North Carolina public education

- Outreach to encourage MWBE, HUB, local and regional vendors to participate

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PURCHASING COOPERATIVE

Examples of Education Contracts

- #653-21 Instructional Materials and Classroom Teaching Supplies and Eq. (120 approved vendors)

- #667-22 Furniture for School, Office, Science, Library and Dorm (70 approved vendors)

- #609-20 Library Books, Used Textbooks, and Other Books (52 approved vendors)

- #670-20 Uniforms and Accessories (50 approved vendors)

- #619-20 Musical Instruments, Equipment, Supplies and Repairs (40 approved vendors)

- #630-20 School Buses, Options, and Parts (13 approved vendors)

- #677-22 Parks & Sports Field Lighting Products, Installation Services (6 approved vendors)

BuyBoard Membership is FREE to join:

How become a BuyBoard Member:

1. Login at:
   buyboard.com/national/how-to-join
2. Complete the online form and submit
3. Login information will be sent to your coordinator and your agency may begin to purchase via the National BuyBoard program

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PURCHASING COOPERATIVE

BuyBoard National Purchasing Cooperative

Member Benefits:

- Compliance with state procurement requirements
- Makes school districts purchasing more efficient
- Saves administrative time and cost
- Reduce school districts RFPs
- Diverse vendor selection and choice
- Online Request For Quote (RFQ) feature
- Procurement staff will not have to go through preparing specifications, advertising bids, reviewing proposals, awarding bids, and defending awards

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BuyBoard National Purchasing Cooperative

Purchasing Benefits:

- FREE TO JOIN – there is not a fee to participate in the purchasing cooperative

- LOWER COST- Leverages the power of nationwide volume, so prices are often lower than an individual school district or entity can get on its own

- RFP REDUCTION – Reduces the number of RFPs needed

- STREAMLINED PROCESS - Procurement staff doesn't have to go through preparing specifications, advertising bids, reviewing proposals, awarding bids, and defending awards

- LOCAL VENDOR OUTREACH - Seeks out MWBE's and Historically Underutilized Businesses (HUB). There is the ability for local vendors to bid on regional or national business opportunities, which brings more revenue to your local community.

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North Carolina BuyBoard Members

Alamance-Burlington School System (NC)

Apex, Town (NC)

Appalachian State University (NC)

Ashe County Board of Education (NC)

Asheville, City (NC)

Black Mountain, Town (NC)

Blowing Rock, Town (NC)

Brunswick County Schools (NC)

Burlington, City (NC)

Caldwell Community College and Technical Institute (NC)

Caldwell County Schools (NC)

Cary, Town (NC)

Charlotte, City (NC)

Clinton City Schools (NC)

Concord, City (NC)

Conover, City (NC)

Craven County Schools (NC)

Dare County Board of Education (Dare County Schools) (NC)

Davidson County (NC)

Davie County (NC)

Durham County (NC)

Durham, City (NC)

East Carolina University (NC)

Elizabeth City - Pasquotank Public Schools (NC)

Fayetteville, City (NC)

Franklin County (NC)

Gaston County (NC)

Gastonia, City (NC)

Goldsboro, City (NC)

Greensboro, City (NC)

Greenville, City (NC)

Guilford County Schools (NC)

Harnett County Schools (NC)

Havelock, City (NC)

Henderson County (NC)

Henderson County Public Schools (NC)

Hickory Public Schools (NC)

Hope Mills, Town (NC)

Jacksonville, City (NC)

Johnston County Board of Education (NC)

Kannapolis, City (NC)

Kernersville, Town (NC)

Kinston, City (NC)

Maiden, Town (NC)

Mecklenburg County NC)

Monroe, City (NC)

Moore County Schools (NC)

Morganton, City (NC)

New Hanover County (NC)

New Hanover County Schools (NC)

North Carolina State University (NC)

Onslow County (NC)

Onslow County Schools (NC)

Raleigh, City (NC)

Red Oak, Town (NC)

Robbins, Town (NC)

Shallotte, Town (NC)

Shelby, City (NC)

South Piedmont Community College (NC)

Tri-County Community College (NC)

Union County (NC)

University of North Carolina (Chapel Hill) (NC)

University of North Carolina (Greensboro) (NC)

University of North Carolina (Wilmington) (NC)

Wake County (NC)

Wake Forest, Town (NC)

Washington County Schools (NC)

Wayne County (NC)

Wilmington Housing Authority (NC)

Wilson County (NC)

Wilson, City (NC)

How to: Member Login Instructions

➢ Login: https://www.buyboard.com/home.aspx

➢ Enter user ID and password:
   Member will need a user ID to search the full website for vendor contract information and more.
   Contact info@buyboard.com (or) Jennifer.Lansden@buyboard.com to establish a user ID

➢ Login issues with BuyBoard: Recovery code emails are sent from Ping. Make sure the following emails are marked as "safe senders" - noreply@buyboard.com, donotreply@buyboard.com

   Passwords: (minimum 8 characters, symbols, numbers, capital letter)

How to: find a product

If product is known, try the global search field in the top left corner. This will *only* work if a contract has priced items (ex: vehicles) or if vendor has provided product details (itemized pricing). If using the global search field, use the filters to narrow results.

Better Method:

Click on Shop > Vendors > type vendor name or contract information
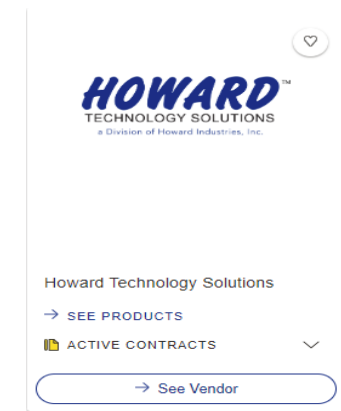
Howard Technology documents -
Active contracts

How to: find a vendor

Click Shop > Vendors > drop down arrow - <u>lists all contract categories</u>> click contract name > awarded vendors will populate under the contract category

or

If contract name is known: Click Shop > Vendors –type contract name

How to: print a vendor list

➢ My Current vendor export > click arrow under action excel spreadsheet of awarded vendors will download
➢ Numerous awarded vendors at the school district disposal
  Sample of the contracts available for your use:
    Instructional Learning Material
    Technology – Hardware, Software, Licensing
    Maintenance – Custodial, Grounds, HVAC, Fuel
    Athletics, Public Safety
    Outdoor – Bleachers, Turf, Track, Lighting
    Band – Instruments, Uniforms

BuyBoard   [search]   🏠 Home   🛍 Shop ∨ $ Purchase ∨   📊 Report   ⊙ 📭 📣 🔔 👁   🛒 0

Category	Name	Type	
All		All	☐ Only Favorites

CATEGORY ↑	NAME ↑	DESCRIPTION ↑	TYPE ↑	DATA FRESHNESS ↑	ACTION
Customer	My Current Vendor List	Printable report listing all active vendors available to a specific customer.	Paginated PowerBI	Real-time	⊙ ♡
Customer	Rebate Detail Export	Purchase Order detail export for Purchase Orders included in the customer's annual rebate calculation.	Excel Data	Real-time	✎ ♡
Customer	Rebate Detail	Purchase Order detail for Purchase Orders included in the customer's annual rebate calculation.	PDF Export	Real-time	✎ ♡
Customer	My Current Vendor Export	Export listing all active vendors available to a specific customer.	Excel Data	Real-time	⬇ ♡
Customer	Customer PO Summary YTD	This excel export of all PO activity for a selected customer.	Excel Data	Real-time	✎ ♡

When you use any of the BuyBoard contracts, please follow these easy steps:

➢ Select an Awarded BuyBoard Vendor

➢ Request a Quote from vendor per the BuyBoard Contract
  ➢ Follow your entity procurement workflow process

➢ Issue and send the purchase order to the vendor, list the BuyBoard contract number on your PO.

➢ **Email a copy of the PO to <u>info@buyboard.com</u> and/or Jennifer.Lansden @buyboard.com for your entity state audit/ procurement compliance, and record keeping.**

It's that easy!

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https://www.buyboard.com/national.aspx
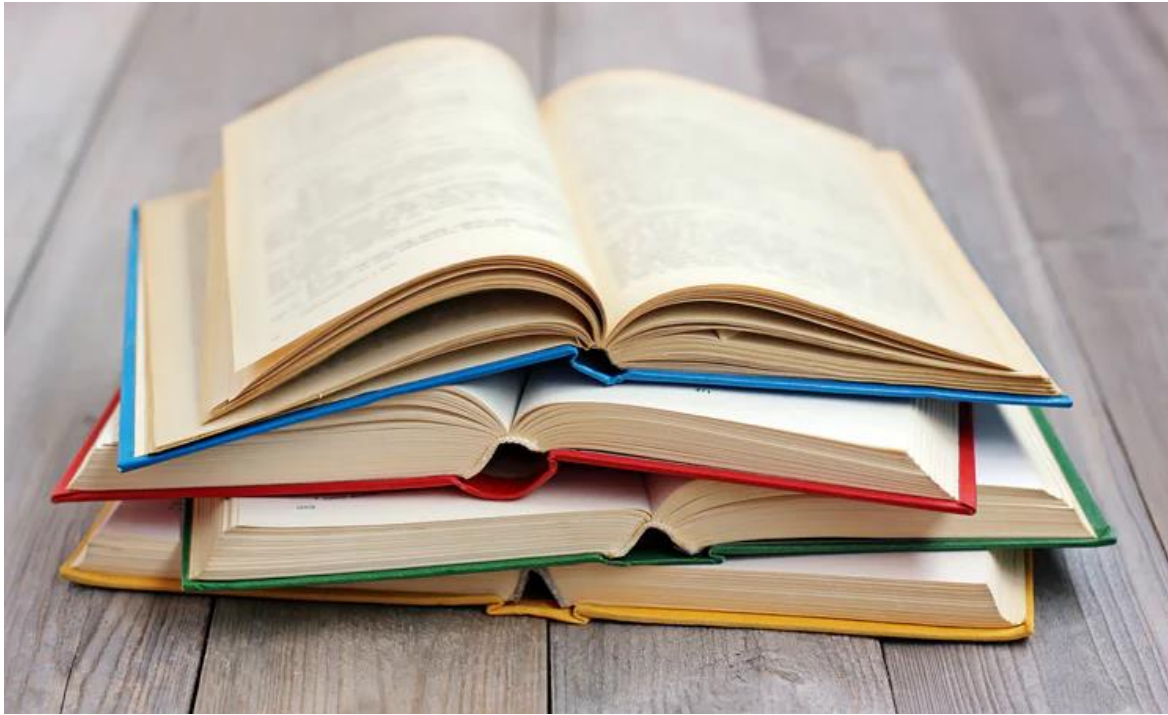
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BuyBoard National Purchasing Cooperative